

Retention and Classification Report

Agency: Legislature. Office of the Legislative Auditor General (590)

P.O. Box 145315
W315 State Capitol Complex
Salt Lake City, UT 84114-5315
801-538-1033

Records Officer Richard Coleman

22121	Annual reports
25396	Audit Subcommittee meeting minutes
09419	Audit investigation reports
09420	Audit investigation work papers
17641	Personnel files

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 22121

3

TITLE: Annual reports

DATES: 1976-

ARRANGEMENT: Chronological.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/07/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 22121

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9419

3

TITLE: Audit investigation reports

DATES: 1975-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 22.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed provided there is no pending audit.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9419

TITLE: Audit investigation reports

(continued)

APPRAISAL:

Administrative Fiscal Historical

Disposition is based on the value of these final audit reports in documenting official reviews of state agencies over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9420

3

TITLE: Audit investigation work papers

DATES: 1975-

ARRANGEMENT: Chronological, thereunder alphabetical by agency name.

DESCRIPTION:

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

RETENTION:

Retain 20 years after audit has been completed and closed out

DISPOSITION:

Transfer to the State Archives with authority to weed provided there is no pending litigation

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 22.

AUTHORIZED: 06/17/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until audit has been completed and closed out and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives provided there is no pending litigation.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9420

TITLE: Audit investigation work papers

(continued)

APPRAISAL:

Historical

This disposition is based on the historical and research value of these records to document the actions and function of the Legislature.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(13)(2008)

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 25396

3

TITLE: Audit Subcommittee meeting minutes

DATES: 1976-

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Retain 15 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 17641

3

TITLE: Personnel files

DATES: 1975-

ARRANGEMENT: Alphabetical by employee name.

ANNUAL ACCUMULATION:

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain 65 years after retirement or separation of employee.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 11/24/2003

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 17641

TITLE: Personnel files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)